

STATE OF ALASKA

DEPARTMENT OF HEALTH AND SOCIAL SERVICES

DIVISION OF PUBLIC HEALTH CERTIFICATION AND LICENSING

Sean Parnell, Governor

619 E. Ship Creek Avenue, Suite 232

Anchorage, AK 99501

Telephone: (907) 269-3640

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December 1, 2009

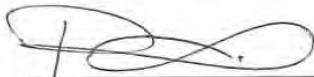
Law Office of Kenneth Covell
712 8th Avenue
Fairbanks, AK 99701

Dear Mr. Covell,

Pursuant to FRE 902(1), (4) and FRE 1005, I, Richard Saville, hereby attest that the record or records produced to the Law Office of Kenneth L. Covell on or around June 22, 2009, are true and accurate copies of the record on file with the State of Alaska, Department of Health and Social Services, Division of Public Health Certification and Licensing.

I attest that I am the custodian of these records and am authorized to make this certification.

DATED this 1 day of December, 2009 at Anchorage, Alaska.



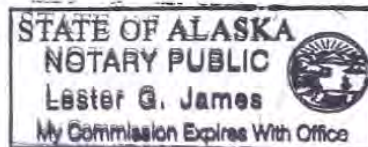
Richard Saville
Community Care Licensing Specialist II

SUBSCRIBED AND SWORN to before me this 1 day of December, 2009.



Notary Public in and for Alaska

My commission expires: with office



ORIGINAL**STATE OF ALASKA****DEPARTMENT OF HEALTH AND SOCIAL SERVICES***DIVISION OF PUBLIC HEALTH
CERTIFICATION AND LICENSING**Sarah Palin, Governor**619 E. Ship Creek Avenue, Suite 232**Anchorage, AK 99501**Telephone: (907) 269-3640**Fax: (907) 269-3622*

June 22, 2009

Kenneth L. Covell
712 8th Avenue
Fairbanks, AK 99701**RECEIVED**

JUN 24 2009

BY: 

Re: Family Centered Services of Alaska Public Information Request

Dear Mr. Covell:

Please find enclosed the requested copies of licenses, reports of inspection and reports of investigation for Family Centered Services of Alaska Therapeutic Family Group Homes 1-10 and their Residential Diagnostic Treatment Center (RDT).

If you have any questions or need further
richard.saville@alaska.gov

Sincerely,



Richard Saville

Community Care Licensing Specialist II

Alaska Department of Health & Social Services
Office of Children's Services

☐ New Application
☒ Conversion - Provisional to Biennial
☐ Biennial Renewal
Change In: _____
Other: _____

RESIDENTIAL CHILD CARE FACILITY
STANDARD BY STANDARD EVALUATION
7 AAC 50.005 - 7 AAC 50.990

COPY

Facility Name: <u>FCSA Therapeutic Family Home I (Chena Ridge Home)</u>	
Operator: <u>FCSA</u>	Administrator: <u>Yvonne Miller</u>
Licensing Representative: <u>Jacqueline Newell</u>	
Agency: <u>FCSA</u>	Field Office: <u>Fairbanks</u>
Number of Children in Care: <u>7</u>	Capacity: <u>5</u>
Division Approved Specializations: (Check any and all that apply.)	
<input type="checkbox"/> Emergency Shelter Care	<input type="checkbox"/> Boarding School Care
<input type="checkbox"/> Supervised Transitional Living	<input type="checkbox"/> Substance Abuse Treatment
<input type="checkbox"/> Pregnant and Parenting Adolescents	<input type="checkbox"/> Wilderness and/or Adventure Experience Program
<input type="checkbox"/> Emergency Shelter Care for Runaway Children	<input type="checkbox"/> RPTC (use also RPTC SxS)
Dates of facility visits: (Note if scheduled or unscheduled) <u>1/5/05 - health visit</u>	Persons interviewed: <u>Yvonne Miller, Johnny Powell</u> <u>4 adolescents in care</u>
<u>2/16/05 OV to FCSA main office</u>	<u>Christie Tolson, Jesse Badden</u>
<u>2/17/05</u>	<u>Craig Anderson</u>
<u>2/17/05 OV to FCSA main office</u>	<u>Terry Keede</u>

Exemptions: * - Boarding School Exempt Item # - Emergency Shelter Exempt Item
^ - Substance Abuse Treatment Exempt Item

Supplemental Reports	Date Req'd	Date Inspected	Restrictions/Corrections Needed
Fire Marshal <input type="checkbox"/> State <input type="checkbox"/> City	<u>N/A</u>		
Sanitarian (DEC) <input type="checkbox"/> State <input type="checkbox"/> City	<u>N/A</u>		

Reports, Forms, Documents on file at Regional Office: (For RPTCs, refer to supplemental S x S)	
<input checked="" type="checkbox"/> Latest Self Monitoring Report Date <u>N/A</u>	<input type="checkbox"/> Evacuation Plan Diagram & Instructions
<input checked="" type="checkbox"/> Application Complete <u>on of this is</u>	<input type="checkbox"/> Floor Plan Diagram/Arrangement of Rooms
<input checked="" type="checkbox"/> Articles Inc./Bylaws <u>on file</u>	<input type="checkbox"/> Staffing Plan
<input checked="" type="checkbox"/> Proof of Assets	<input type="checkbox"/> Evidence of Qualified Staff
<input checked="" type="checkbox"/> Budget	<input type="checkbox"/> Sample Menus
<input checked="" type="checkbox"/> List Board Members <u>pts to study</u>	<input type="checkbox"/> Info Brochure for Parents
<input checked="" type="checkbox"/> Organizational Chart	<input type="checkbox"/> Operations Manual Facility/Facility Forms
<input checked="" type="checkbox"/> Administrator Designation	<input type="checkbox"/> Water Test Date: _____
<input checked="" type="checkbox"/> Administrator Personal History	<input type="checkbox"/> Copy of DOE Approval
<input checked="" type="checkbox"/> Licensing Clearance Request	<input type="checkbox"/> Variance Requests, if any
<input checked="" type="checkbox"/> Fingerprints Submitted Date: <u>12/8/03</u>	<input type="checkbox"/> Plan of Correction, if applicable
<input checked="" type="checkbox"/> Fingerprint Results Returned: Date: <u>1/16/04 g-n</u>	

Worksheets Completed by Licensing Worker (For RPTCs, refer to supplemental S x S and worksheets)	
<input type="checkbox"/> Operations Manual/Policy Worksheet	<input checked="" type="checkbox"/> Children's Record Review
<input checked="" type="checkbox"/> Personnel Worksheet	<input type="checkbox"/> Menu Review (Optional)

EXHIBIT 11, PAGE 1

Residential Child Care Facility: Standard by Standard Evaluation

Instructions for Standard by Standard Evaluation

Purpose:

The purpose of this form is to summarize findings of an on-site evaluation. The statements which appear on the left-hand side of the form summarize the regulations and are not identical to the Alaska Administrative Code. The form is used:

1. before issuing a provisional or biennial license;
2. when a complaint/allegation is investigated (optional);
3. when conditions in a facility indicate that revocation or denial of a license may become necessary; and
4. when considered necessary by a supervisor.

Procedure:

The licensing worker completes the form at the time of or following the on-site visit. A copy is provided to the applicant or findings are summarized in a letter to the applicant. The original is filed in the facility record after approval or denial. If the evaluation covers more than one date, the licensing worker lists all dates of evaluation.

Form Retention:

The form is retained according to the Office of Children's Services retention schedule.

Detailed Instructions:

Each item being evaluated must be coded.

Coding Responses:

- X Standard Compliance
 - N/A Not Applicable
 - NC Non-Compliance
 - D Discussed - Applicant is informed and agrees to cooperate; also denotes items which may not be measured before actual operation
- Leave item blank if not evaluated

The code "D" is used only when a requirement cannot be measured before children are in care. When a requirement can be measured by observation, interview, or review of a tangible item such as a written policy or plan, the code should be standard compliance or non-compliance. "D" is considered as compliance.

In general, the documentation column must be completed to specifically document compliance on non-compliance. The column is used by the reviewer to note observation, interview statements, file review findings, and other evidence that the facility meets or does not meet the requirements. The documentation column may also reference attachments of personnel record reviews, children's file reviews, or other supporting documents.

When non-compliance is indicated, the documentation column may be used to give the applicant's plan to come into compliance. When N/A is indicated, an explanation is required. The evaluation must be signed, dated, and submitted for review along with the license issuance approval form 06-9124.

Article 1 - Licensing Process

50.005 Applicability		
(d) Complies with requirements during normal business hours	✓	
and any time care is provided outside normal hours	✓	
50.010 Exemptions	N/A	
50.015 Voluntary Licensure	✓	
50.020 Implementation	✓	
50.025 Timeframes	✓	
(a) self-monitoring report submitted 30 days before first anniversary date of biennial license as part of renewal application	N/A	
(b) (1) application or variance request reviewed within 10 days and notification of provided	✓	
(2) inspection and investigation for initial license within 90 days of receipt of complete application	✓	
(3) inspection and investigation for biennial license within 90 days of receipt of complete application	✓	
(4) license amended within 20 days of receipt of request	✓	Any amendments
(5) license amended within 20 days of receipt of notice of change or as determined by Division	✓	
50.030 Application for License		
(a) Applicant attends orientation and pre-service training, if required	✓	
(b) Application is on forms provided by Division	✓	on file
Application is complete	✓	
Application includes all required attachments	✓	
Only attachments requiring updating need to be submitted for biennial renewal	✓	
(b) (4) Release forms submitted for administrator, and all adult household members and adults who reside in facility	✓	
(A) Criminal justice information reviewed	✓	Any problems?
(B) Protective service records reviewed	✓	
(C) Licensing records reviewed	✓	
(D) Health, probation, or mental health evaluations requested, if necessary	✓	Any requested
50.040 Inspections and Evaluations by Organizations or Individuals	✓	
50.045 Delegation and Withdrawal of Authority to License Child Care Facilities	✓	
50.060 Self Monitoring Reports		
Annual self-monitoring report submitted on Division form	N/A	Date: P to B study

Article 2 - Administration

50.100 Governing Body		
(a) Facility governed by a board that:		Comments or discussion with board members:
(1) sets policy and provides for implementation	✓	
(2) clear job description for administrator	✓	
(3) appoint and evaluate administrator	✓	
(4) approve annual budget and respond to audit reports	✓	
(5) conduct at least 3 meetings annually and maintain minutes	✓	
(6) orient new board members	✓	Describe orientation and training
provide biennial training	✓	
(b) In facility not governed by board or other body policy determined by operator or delegated to administrator	✓	
(b) administrator responsible for policy implementation		
50.110 Administrator		
(a) Facility designate administrator who meets requirements	✓	Name: <u>Yuri Miller</u>
(b) Administrator on-site at least half time or 20 hours per week	✓	<u>Yuri is on site once a week. Johnny Powell is designated associate administrator</u>
or age and credit qualified on-site caregiver or associate administrator has designated program responsibility	✓	
(c) administrator of no more than 2 facilities unless there is on-site caregiver or associate administrator who meets age and training requirements at each facility	✓	Describe situation: <u>Johnny Powell is the designated associate administrator</u>
(d) caregiver or associate administrator designated to act during administrator's absence	✓	Caregiver: <u>Johnny Powell</u>
if administrator absent more than 3 weeks, designated caregiver or associate administrator meets administrator requirements	✓	Incidents?
if administrator can not be reached by phone, designated caregiver meets administrator requirements	✓	
50.120 Facility Operation and Management		
(a) Facility has personnel policies which are given to employees when they start work and include:		No. employees <u>five</u>
personnel qualifications	✓	
job description applicable to employee	✓	<u>Personnel manual given to new employee</u>
procedures for evaluations	✓	
evaluation within 6 months and annually after	✓	
(b) Facilities with one or more employees provide for	✓	
(1) screening, scheduling and supervision of employees	✓	
volunteers	✓	
others who provide services	✓	
(2) remove an employee or volunteer from contact with children if there is reason to believe they have abused a child,	✓	Any incidents? <u>no</u>
or furnished a child with alcohol or a controlled	✓	

substance		
(3) remove from contact with children or job duties, as appropriate, employee impaired by alcohol or controlled substance	✓	Any incidents?
(c) If the Division notifies facility to remove an employee from contact with children, the Division has informed the employee or volunteer of the grounds for removal and	✓	Any incidents? no
given the employee or volunteer opportunity to present facts	✓	
(d) Operations manual contains all policies, procedures, program descriptions and forms	✓	Manual worksheet completed
manual available to employees, volunteers and licensing	✓	
(e) Practices conform to statute and facility policies	✓	
AS 47.35.105(e) - No retaliatory action against person who files complaint	✓	
AS 47.35.110(a) - Cooperates in licensing investigations	✓	
50.130 Records		
(a) A facility shall		
(1) establish written records necessary to demonstrate compliance	✓	Adequacy of records: Excellent records
(2) retain records for at least 3 years	✓	
(3) permit licensing record review including personnel and evaluation records; and	✓	Reviewed children records
applicable portions of board minutes		
(b) Facility uses Division prescribed forms or alternates that contain essential elements		Alternate forms used?
(c) Record for each child retained	✓	Attach children's records summary
(1) entries dated and entry maker identified	✓	No. records reviewed: 3
(2) records retained at least 7 years after child's discharge or at least 7 years after child reaches majority	✓	
(d) Confidentiality maintained re. child and family	✓	
comply with 54.010-150 and 54.900 for custody children	✓	
no disclosure of information, including photos, unless consistent with plan of care or the treatment plan	✓	
(e) Personnel records maintained for employees and volunteers which include:	✓	
start and end dates	✓	
application materials	✓	

annual and interim evaluations	✓	
orientation documentation	✓	
training documentation	✓	
personnel action memoranda of commendation, reprimand and similar items	✓	
other	✓	
records for occasional volunteers contain at least start and end dates	N/A	FCSA does not use volunteers
AS 47.35.029(b) License and a copy of any approved variance not stated on the license, are posted where they are easily visible to people in care, their families, and facility and agency staff.	✓	Location:
50.140 Reports to the Division		
(a) Facility provides notice of changes required by AS 47.35.047	✓	
Licensee notifies OCS at least:		Have any of these occurred during license period?
14 days before a change of mailing address	✓	
Within 24 hours after knowing of a conviction/ indictment/charging of an administrator, regular volunteer or staff person for: a felony, assault, reckless endangerment, contributing to the delinquency of a minor, misconduct involving a controlled substance, perjury or a sex crime.	✓	None of these things have happened in past year
20 days before giving up a license	✓	
20 days before the date they want to change the number of children that may be in care	✓	
20 days before the date they want to change their hours of operation	✓	
1 day after signing a contract of sale of the facility or agency	✓	
30 days before they want to change the location of the facility or agency	✓	
AND		
Report to licensing no later than 30 days before a change in:	✓	Any changes during licensure?
(1) person operating the facility,...;	✓	no
(2) name of the person operating the facility;	✓	
(3) name of the facility;	✓	
(4) administrator;	✓	No change
(5) the age or sex of children served;	✓	
(6) deletion or addition of a specialization; or	✓	
(7) addition of an adult member to the licensee's household for 45 days or longer, if facility is located in a residence	✓	yes - Johnny's daughter

(b) Immediately report (within 24 hours) to the licensing representative	<input checked="" type="checkbox"/>	Facility uses OCS sample forms for reporting incidents/changes?
(1) death of a child while in care;	<input checked="" type="checkbox"/>	
(2) serious injury or illness of a child while in care requiring attention by medical personnel outside of the facility;	<input checked="" type="checkbox"/>	
(3) fire or other disaster affecting the facility	<input checked="" type="checkbox"/>	<i>no concerns in this area</i>
(4) an unplanned change in any item listed in (a) of this section	<input checked="" type="checkbox"/>	
(c) Immediately report to child's placement worker	<input checked="" type="checkbox"/>	
(1) death of a child while in care;	<input checked="" type="checkbox"/>	
(2) attempted or threatened suicide by a child in care;	<input checked="" type="checkbox"/>	
(3) life-threatening illness or hospitalization of a child in care;	<input checked="" type="checkbox"/>	
(4) unapproved absence for more than 10 hours by a child in care; or	<input checked="" type="checkbox"/>	
(5) the direct admission of a runaway child to a...residential child care facility with a specialization in serving runaway children.	<input checked="" type="checkbox"/>	
(d) Report to placement worker no later than first working day that it is known:	<input checked="" type="checkbox"/>	
(1) pregnancy of a child in care;	<input checked="" type="checkbox"/>	
(2) severe distress or depression of a child in care;	<input checked="" type="checkbox"/>	
(3) violation of a condition of probation by a child in care, if applicable; or	<input checked="" type="checkbox"/>	
(4) allegations of criminal conduct by a child in care.	<input checked="" type="checkbox"/>	
(e) Above reports (c & d) given to Division if child has no placement worker.	<input checked="" type="checkbox"/>	

ARTICLE 3 - PERSONNEL

50.200 Administrator Qualifications		Evaluation of administrator by owner/operator by OCS?
An administrator must:		
(a) be 21 or older	✓	Name: <u>Yvonne Miller</u>
(b) be of good character and reputation	✓	
have an understanding of child development	✓	
have ability to care for children	✓	
have skills to work with children, family members, Division staff, community agencies and staff	✓	
(c) have management and supervisory skills to	✓	
plan and evaluate programs	✓	
select and supervise personnel	✓	
delegate responsibility and motivate staff	✓	
handle finances	✓	
(e) have 60 semester hours of college credit or an associate degree and	✓	List training <u>B.A. in Elementary Education</u>
4 years of increasingly responsible supervisory and administrative experience in child welfare agency or other setting serving children, including	✓	List experience <u>Over five years of experience at HCSA</u>
at least 1 year experience in a residential setting	✓	<u>has 1 yr. experience in this area</u>
(f) meets caregiver qualifications	✓	
(g) three positive references, at least 2 unrelated	✓	
(h) Licensing worker has assessed administrator's qualifications and informed facility if person may not serve as administrator	✓	How assessed?
Clearance Request on file	✓	
Criminal history check completed	✓	
50.210 Qualifications and Responsibilities of Persons Having Regular Contact with children in a Facility		Records maintained in timely manner
AS 47.35.19: Mandatory denial of license or employment if caregiver or administrator has been convicted in of a prohibited crime, as outlined in AS 47.35.19.	✓	
Personnel Record Summary Attached		Completed by: <u>Jackie Hewes</u> Verified by: <u>Jackie Hewes</u> No. Records Reviewed: <u>1 Transfer</u>
(a) All adults having regular contact with children and caregivers of any age are responsible and of reputable character and sound judgment.	✓	How verified: ✓ Employee Statements ✓ Criminal History Check Other
(b) Caregivers must be able to deal with frustration and conflict and	✓	
ability to deal with children who express selves negatively	✓	

(c) No person may work, volunteer, and reside in a facility where child care is provided or in any part of facility with direct access to area where care is provided, if the individual:		List anyone, other than staff living at facility and describe situation Use of volunteers?
(1) has abused or neglected a child	✓	
(2) has physical, health, mental health or behavioral problems that pose significant risk to health, safety or well-being of children in care	✓	
(3) has domestic violence, alcohol or substance abuse problem to extent to be detrimental to children	✓	
(4) has been subject of adverse licensing action	✓	
(5) was, at any time, under indictment, charged or convicted of crime	✓	
offenses against the family and vulnerable adults (AS 11.51)	✓	
perjury (AS 11.56.200);	✓	
was at anytime, under indictment or convicted of a serious offense (AS 12.62.900)	✓	
(d) If requested, provide reference from probation, health, mental health professionals	✓	
(e) Persons having regular contact with children may not abuse a child or engage a child in exploitative or sexual act	✓	
No romantic relationships allowed between children and adults having regular contact with children at the facility	✓	
(f) For administrator and adult household members and adults residing in facility Division has reviewed:	✓	
child protection records	✓	
licensing records	✓	
criminal justice information	✓	
(g) Fingerprint cards submitted and criminal justice information search completed for administrator, ALL adult members of household and any adult residing in any part of facility with access to area child care is provided.	✓	
(i) Caregivers have high school diploma or GED For RPTCs this is superceded by 50.815. Refer to RPTC S x S	✓	Describe: all staff hired by FCSA have H.S. diploma / GED
(j) Caregivers must be able to:		
support child's behavior with positive guidance	✓	
set clear and consistent limits	✓	
provide children with variety of age appropriate learning and social experience	✓	Activity Plan prepared by: TFH house tent.
prevent exposure of children to high risk, including physical hazards, dangerous persons and animals	✓	
use strategies to prevent aggressive behavior and de-escalate volatile situations	✓	use MAB to prevent these problems
act as a positive role model	✓	
(k) Completed applications and work history for employees	✓	Use of regular volunteers? no

* MAB = Managing Aggressive Behavior

and regular volunteers demonstrate caregiver requirements met	✓	
(1) 3 positive written references for each caregiver	✓	
at least 2 from persons unrelated to caregiver	✓	<i>Reviewed files @ Human Resources Office at FCSA</i>
received directly from reference source	✓	
attest to ability to work successfully with children and meet the requirements of this section	✓	
if received by phone, recorded immediately by written notes, signed and dated	✓	
references obtained prior to contact with children	✓	
50.220 Caregiver Requirements and Additional Qualifications for Adolescents		
For RPTCs refer directly to 50.815 of RPTC S x S		
(b) caregivers at least 18 if all children 14 and younger caregivers 21 if children 15 and older		Explain situation?
50.230 Additional Staff Qualifications in Residential Child Care Facilities		
(b) associate administrator designated for each separate building housing children who	✓	Who? <i>Johnny Powell</i>
has 30 credit hours in human services	✓	<i>Shas Human Resources</i>
50.240 Supervision of Employees	✓	<i>2yr degree</i>
(a) Inexperienced caregivers monitored by experienced caregiver until able to safeguard health and safety	✓	
* (b) At least monthly conferences between supervisor and caregivers regarding children's needs, treatment plans, and techniques or procedures	✓	How documented? <i>Weekly staff meeting at</i>
* (c) Mental health professionals supervised by qualified supervisor or administrator on site or through contract or agreement	✓	Who provides supervision? <i>Main Office Dr. Ackley supervises clinical staff</i>
50.250 Orientation and Training		
For RPTCs this section is superceded by 50.820.		
(a) Caregivers receive orientation, which includes facility's policies, procedures and caregiver responsibilities	✓	Who provides orientation? <i>Monte Ford</i>
satisfying special needs of specific children where appropriate	✓	<i>Terry Peck</i>
emergency procedures and health and safety measures	✓	No. of staff interviewed <i>five</i>
(b) orientation begins at employment and completed within 8 weeks	✓	
* (c & e) Caregivers receive 15 clock hours of		Training over licensing period:
* training annually	✓	
* training is relevant to primary job responsibilities	✓	
* training hours, do not include orientation or CPR or first aid	✓	
(d) At least 1 caregiver on duty at all times current in		Number staff trained:
CPR	✓	CPR
First Aid	✓	First Aid
(h) Caregiver trained in passive restraint before allowed to restrain child	✓	Training provided: <i>MAB</i> By who: <i>Monte Ford</i>

		Technique used: <u>MAB</u>
		No. Staff Trained: <u>all caregivers receive this training</u>
Facility documents caregiver orientation and training	✓	
(i) orientation and pre-service training required by licensing representative or CPA exceeding 6 hours may be counted	✓	Orientation or pre-service counted? <u> </u> Explain: <u> </u>

ARTICLE 4 - ADMISSION AND DISCHARGE

50.300 Admission		
(a) Emergency information including drug or other allergies, medication, medical treatment required	✓	
contact information for parent or guardian	✓	
authorization for emergency medical/surgical care	✓	
obtained before or at admission and maintained on form provided by Division	✓	<i>use face sheet in files</i>
(b) Facility may not admit a child outside of license conditions	✓	
(c) A facility may not admit an adult unless facility and placement worker for each child in care develop plans of care that,	✓	Any adults admitted? <i>no</i>
(1) ensures the health and safety of children in care and ensures health and safety of adult seeking care	✓	
(2) is approved by the licensing representative	✓	
(i) If children with significant medical needs are admitted facility, child's placement worker and parent collaborate to develop and implement plan of care for child	✓	Incidents? <i>1 incident 12/1/09</i>
licensed medical personnel available to perform prescribed services	✓	
(j) facility reviews information and application for special needs child to determine if can satisfy needs before admitting child	✓	No. special needs? <i>0</i>
facility may deny admission if cannot, with reasonable accommodation, meet needs	✓	Any incidents?
^ 50.320 Admission in Residential Child Care Facilities		
For RPTCs refer directly to section 50.825 in RPTC S x S		
(a) Facility has written admission policies and criteria which are current	✓	
(1) admission policies include	✓	
age range and sex of children served	✓	
individual and family problems dealt with	✓	
(2) fee schedule, including any charges not covered by basic service fee	✓	<i>covered in P&P</i>
(3) procedures related to admission	✓	
* (b) A facility operating a treatment program shall also describe disability, medical or behavioral problems it's program is designed to serve	✓	<i>Covered in TFH program description</i>
*#^(c) Before admitting a child, application materials are reviewed including:	✓	
(1) reason for referral;	✓	
(2) immediate and long-range goals for care or treatment;	✓	

(3) a social history that includes a description of the child's family, relationships with family members and persons significant to child	✓	
(4) a description of the child's behavior including both appropriate and maladaptive;	✓	IBP (Individual Service Plan) covers this.
(5) health information on the child required by 7 AAC 50.455(b);	✓	
(6) the child's developmental history and current level of functioning;	✓	
a description of the child's social and personal development;	✓	
(7) the child's school history, including current educational level, special achievements, any school problems, and IEP, 504 plan, or IHP, if there is one; and	✓	
(8) the history of any other placements away from the child's own home, including the reasons for placement.	✓	
^ (d) A facility may not admit:		No of admissions over past year _____
A child younger than 6, unless licensed as an emergency shelter to do so	N/A	No. of applicants denied in past year: _____
A child who requires continuous nursing or medical care	✓	
A child determined a danger to self or others by evaluation by a mental health professional - unless:	✓	
# (e) A child whose behavior or history indicates he may danger self or others may be admitted if:		Number of children admitted who were evaluated to be danger to self or others: _____
facility provides security to prevent harm	✓	
before admission child is evaluated by mental health professional	✓	
and plan to prevent harm developed and approved by mental health professional	✓	
*#(f) Placement agreement with child's placing parent or placing agency		
is completed at or before admission	✓	
is signed by parties, includes or attaches:	✓	
(1) specified conditions relating to the care the rate to be paid for child's care;	✓	
(2) authorization for emergency medical care;	✓	emergency medical consent form
(3) determination of case management responsibilities;	✓	covered in IBP
(4) the services that will be provided by the facility	✓	
services provided by the child placement agency or parent;	✓	

(5) the amount and frequency of contact for treatment planning the facility shall have with the child's family and the child's placement worker;	✓	
(6) a plan for sharing information on the child with the child's placement worker or placing parent;	✓	
(7) the facility's participation in the ongoing evaluation of the child's needs and progress;	✓	
(8) the designation of responsibility for working with the child's parent;		
(9) visiting plans for the child's parent and family;	✓	Parents + family are
(10) the facility's plan for meeting child's identified immediate and specific needs under (g) of this section;	✓	able to meet w/ child at facility or outside of facility
(11) provision for treatment plan reviews;	✓	Quarterly meetings +
(12) the financial plan for payment for care and other applicable fees;		staff meetings review child's progress each week.
(13) provision for notification of significant events regarding the child and notification required to the child's parent or the child's placement worker, if any;	✓	
(14) plans for education and religious participation;	✓	worked out on a case by case basis
(15) consent forms signed by the person or placement agency responsible for the child;	✓	completed prior to placement
(16) anticipated discharge plans including the date of discharge; and	✓	included in DSP.
(17) designation of responsibility for services after discharge from the facility.	✓	" " "
** (g) At or before admission, facility will develop plan to meet any immediate and specific needs including therapeutic or medical, that will not be met through regular program services		
* (h) Inventory of clothing and possessions completed at admission		
* (i) Compliance with I.C.P.C., if facility accepts children from other states		Out-of-state placements accepted; _____ How many: _____
#*^		
50.330 Assessment and Treatment Plan in Residential Child Care Facilities		
For RPTCs refer directly to 50.840 in RPTC S x S		
(a) Initial treatment plan complete within 15 days based on observation and assessment	✓	Comments from child, parents, or placement workers here or in narrative: → Initial tx plan w/in 24 hrs
(b) Treatment plan completed within 30 days includes:	✓	placement
(1) the findings of an on-site evaluation of the child;	✓	

(2) an identification of the child's specific needs in addition to needs for food, clothing, shelter, routine care, and supervision, including physical, medical, familial, educational, social, emotional, and behavioral needs;	✓	
(3) an assessment of the child's and family's strengths, weaknesses, and needs;	✓	<i>covered in</i>
(4) clearly stated goals, specific treatment objectives, techniques, or activities, time frames, and task assignments to meet the needs of the child and the child's family, where appropriate, in the following areas:	✓	
(A) care, education, health, religion, culture, and community activities;	✓	
(B) specialized services as required to meet the child's specific needs;	✓	
(C) group living experience planned individually for the child;	✓	
(D) individualized, family, or group counseling;	✓	
(E) the family's involvement in the planning and carrying out of the plan;	✓	
(F) the estimated length of stay, preliminary plans for discharge, and conditions under which the family will be reunited, if applicable; and	✓	
(G) the date for the first or next review of progress toward goals;	✓	
(5) tasks and resources to be provided by facility, placement worker, child, and family members and other community resources and time frames necessary to achieve objectives;	✓	
(6) initial discussions of post discharge plans;	✓	
(7) the method to be used for evaluating the child's progress and the progress of family members toward objectives and time frames for the periodic review; and	✓	
(c) Facility invites child, child's parent, placement worker, therapist and school representative as treatment team members to assist in treatment plan development and revisions.	✓	
(d) Facility informs staff working with child about child's treatment plan, results of reviews, updates and changes in goals, objectives, techniques, or procedures.	✓	
Staff follow and implement child's treatment plan.	✓	
(e) Child's plan reviewed every 3 months, includes	✓	
(1) an evaluation of the progress toward meeting identified specific needs and goals;	✓	

(2) any new needs or goals identified since the plan was developed or last reviewed and strategies to meet these needs and goals; and	✓	
(3) an update of the estimated length of stay and discharge plans if changed.	✓	
(f) Reasons for retaining child, if plan review shows limited progress toward goals, documented in child's file.	✓	
(g) Copies of child's treatment plan, plan reviews, updated plans or summaries of these given to the child, child's parent and placement worker.	✓	
If plan or update is not shared with child, record reflects satisfactory justification.	✓	
^50.340 Discharge In Residential Care Facilities		
For RPTCs refer directly to 50.850 and 50.850 of RPTC S x S		
(a) Facility has written discharge policy that describes:	✓	
regular discharge procedures	✓	
emergency discharge procedures	✓	
Reasonable accommodations that may be made to prevent emergency discharge	✓	
^ (b) Discharge summary completed for each child		
*^ a summary of services provided	✓	
*^ an assessment of goal achievement	✓	
*^ identification of child and family needs that remain to be met	✓	
*^ a medical and other records as required by 7 AAC 50.445(f)	✓	
*^ recommendations for the child and the child's family following discharge from the facility, including provisions for aftercare and referrals	✓	
*^ the date and reasons for discharge	✓	
*^ name, address, phone number, and relationship of person or agency to whom child was discharged	✓	
inventory of personal possessions and clothing at discharge	✓	
*^ if emergency discharge, summary includes circumstances leading to discharge	✓	
*^ only runaway children 16 or older discharged to self	✓	
*^(c) No later than 7 days before regular discharge	✓	Total no. of discharges over past year: _____
*^ No later than 7 days after discharge for emergency discharge	✓	No. of emergency discharges over past year: _____ Reasons: _____
*^ Copies provided to child, placement worker or parent	✓	
*^ Changes to summary submitted as addendum within 7 days following discharge	✓	

*^(d) Emergency discharges limited to when health and/or safety of child or children would be endangered by continued residence.	✓
#*(e) At discharge facility provides suitable clothing and sends all child's money and personal possessions with child	✓
*#^(f) At discharge facility sends all personally significant records, including medical, dental, mental health treatment, immunization, school records, report cards, photos, and drawings sent with child through child's placement worker.	✓

ARTICLE 5 - CARE AND SERVICES

50.400 Supervision of Children		
(a) Facility provide responsible supervision appropriate to age and developmental needs of children	✓	
Facility has staffing plan and	✓	
Plan for supervision, for children, where applicable	✓	
(b) Children always under supervision of caregiver	✓	Staffing plan reviewed: _____
except freedom appropriate for school age children	✓	Examples: _____
(1) children supervised even when sleeping	✓	Use of alarms between
(2) in a center, caregivers able to see and hear sleeping infants (Not applicable for RPTCs)	N/A	services at night - no awake staff
(3) caregivers in close proximity to children	✓	
(4) school age children permitted off premises as approved by parents	✓	
(c) Facility's plan for supervision of children includes indoor, outdoor, and high risk area supervision	✓	
caregiver to child radios,	✓	
field trips, and	✓	
description of how requirements of 400(b) above will be met	✓	
* (d) Meet caregiver ratios at all times		
maintain caregiver attendance records that reflect time caregivers are present	✓	Type of record: _____
maintain child attendance records reflecting when children in care	✓	Type of record: _____
*(e) Caregivers counted toward ratio if participating in activities other than direct care only if primary responsibility is direct care and supervision	✓	No. of special needs children: _____ Staffing: _____
caregivers are awake when counted in ratios, except:	✓	
caregivers may be counted if asleep if 5 or fewer children during night time care. (N/A for RPTCs)	✓	House parent is asleep at night time; never more than 5 placements
(g) Facility prevents exposure to known dangerous person, animals, and situations	✓	
no high risk activities, such as:	✓	
use of infant walkers, (N/A for RPTCs)	✓	
for a young child riding all terrain vehicle or snowmobile	N/A	- no young children
for any age child riding a 3-wheel ATV, boating without dangerous water or airborne activities	✓	
(i) Facility requests placement worker to obtain parental permission for child to participate in risk activities not usual for community and	✓	
to participate in moderate risk activities such as	✓	Any risk activities? <u>yes</u>
operating a vehicle	✓	
contact sports	✓	Parental permission documented? <u>yes</u>
adventure activities	✓	specific form developed so parents must agree on activities child is allowed to participate in

adult contact when awake in crib, swing, or similar device at least every 15 minutes	N/A	
consistent caregiver, to extent possible		Caregiver:
frequent verbal contact		
physical contact through being held, rocked, played with, bathed, dressed and carried		
allowed under supervision to explore and learn on their own outside of playpen or other restraining devices	✓	Restraining devices used: Time:
50.425 Program in Residential Child Care Facilities		
*^(a) Written description of program including		Adequacy of program description
treatment, structure and daily activities designed to promote individual, physical, social, intellectual, spiritual, and emotional development	✓	
description includes provisions and policy and addresses requirements of regulation sections:	✓	
425 Program	✓	
435 Behavior Guidance	✓	
440 Medication	✓	
445 Reducing Spread of Disease	✓	
455 Health	✓	
460 Nutrition	✓	
600-650 Specializations	N/A	
800 RPTCs only	N/A	
820 Staff Training	✓	
830 Admission to Secure Care	✓	
835 Release from Secure Care	✓	
850 Discharge Planning	✓	
870 Behavior Guidance/Management	✓	
875 Medication	✓	
880 Resident Grievances	✓	
885 Education	✓	
*^(b) Routines and activities are planned and appropriate to age and development	✓	See handbook (client) covers activities/routines
(1) and ensure		
consistency through communication between caregivers, on different shifts about activities, special needs or problems	✓	How information shared: Shift change log form
involvement of children in decision making	✓	Examples: family meetings
accommodations of individual child's treatment plan and		Examples:
(2) include		
routines to meet daily basic needs	✓	Examples:
experiences or training for independent living, including social skills	✓	
family life	✓	
personal hygiene	✓	
human sexuality	✓	
care of clothing & personal belongings	✓	
health	✓	

50.410 Child to Care Ratios		
For RPTCs refer directly to section 50.865 in RPTC S x S		
(a) Caregiver on duty whenever one or more children present	✓	
* (b) Residential facility ratios		
(1) one caregiver for every six children during any time children are awake and in activity outside sleeping quarters	✓	never more than five children at any time
(2) one caregiver for every 12 children during sleeping hours.	✓	
* (c) Caregiver-to-child ratio when there are infants or toddlers in care must be	N/A	
(1) one caregiver for every three infants and toddlers in care during waking hours; and		
(2) one caregiver for every five infants and toddlers during sleeping hours.		
* (d) Administrator may be counted only if the facility serves 12 or fewer children. (Eff. 1/1/96, Register 136)	✓	Administrator counted in ratios?
50.420 Program For Facilities Serving Young Children	N/A	
(a) Program planned to promote child's growth		
(1) schedule for each age group		
plan of daily activities followed for each age group		
balance of quiet and active activity		
balance of group and individual activity		
adequate time for		
meals		
snacks		
sleep		
toileting		
indoor/outdoor play		
(2) opportunities for individual self-expression in		
conversation		Examples:
imaginative play		
creative expression		
(3) vigorous physical activity		Indoor:
daily supervised activity outdoors (weather and child's tolerance permitting)		Policy on outdoor play:
(4) activities which foster independence		
(5) intellectual and social development through variety of games, toys, books, crafts, puzzles, sand, crayons, blocks, infant toys, etc.		
(6) television and video cassette viewing does not exceed 1 hour per 4 hours a child is in care or 4 hours in a 24-hour period		Programs:
limited to programs to interest and benefit children		
children given supervised alternatives to TV	✓	
(b) If infants and toddlers are in care: (Not applicable for RPTCs)	N/A	No infants/toddlers
protection from active play of older children		

nutrition	✓	
money management	✓	
opportunities for religious involvement provided	✓	
religious education	✓	
attendance at service	✓	
compatible with Plan of Care	✓	
opportunity for	✓	How each provided / 2 Group Session
group counseling	✓	By who / held each week
individual counseling	✓	Frequency / Each child has
family counseling within or outside facility	✓	weekly counseling
attendance at ethnic or cultural events		family - app. time
indoor and outdoor leisure and recreation activities		Counseling @ FCSEA main off. 10
facility recognizes, encourages, and supports religious beliefs, heritage, and language of child's birth parent	✓	children are able to attend church
preference of child 9 years and older respected	✓	
(c) Facility has vehicle or other means for transporting children	✓	Describe
* (d) Encouragement of interaction between child and child's family and cultural group		How is this requirement met:
(1) visitation policy	✓	
other communication policy includes family, friends, and significant others	✓	
(2) approval from parent or placement worker for child's absence from facility	✓	
14 days before trip outside state or	✓	
for period 72 hours or longer	✓	
(e) Facility provides for privacy of each child whenever possible by	✓	
(1) maintaining doors on sleeping areas and bathroom enclosures, unless there is a clear, clinical justification for their removal;	✓	
(2) assigning children who need extra sleep, have sleep disturbances, or need extra privacy to one or two person rooms;	✓	Each child has own bedroom
(3) requiring personnel to make themselves know before entering a child's room, except when doing bed checks when children are sleeping;	✓	
(4) prohibiting body or strip searches, except	✓	
if there is cause to believe a weapon or contraband may be found and,	✓	
the facility has a personal search policy approved by licensing	✓	Plan on file? _____ Describe:
(5) rooms searches only if contraband or weapons suspected	✓	Incidents?

(6) no cameras or listening devices in bedrooms or bathrooms	✓	Cameras or listening devices used? How/where/when:
motion detectors or cameras limited to hallways or common areas.	✓	<i>motion detectors are listed on each between each level</i>
(7) children's letters and parcels opened only if weapons and contraband suspected	✓	
mail opened only if two caregivers present	✓	
(8) staff do not read child's letters, unless staff reads letter to child incapable of reading and two staff are present	✓	
(9) facility provides privacy for visits and privacy for phone conversations	✓	Describe:
visits and conversations monitored only if specified on treatment plan	✓	
#^(f) Facility ensures child receives education to meet child's needs	✓	Describe school:
for RPTCs also see section 50.885 in RPTC S x S		
^ Facility supports learning through encouragement		Describe:
quiet time	✓	<i>built into schedule</i>
space to do homework	✓	<i>Desks in rooms - use</i>
reinforcement for learning, study and homework	✓	<i>kitchen table; have</i>
furnishing special materials when needed	✓	<i>desks/computers</i>
tutoring		<i>off of dining area</i>
career counseling		<i>for completion of</i>
*^(g) Daily log notes for each child if shift staff	✓	<i>paperwork</i>
facility records observations, assessment, and progress for each child at least weekly	✓	
*#^(h) Facility provides each child with clean, well-fitting, attractive seasonal clothing appropriate to age, sex, and individual needs and comparable in quality, quantity, and appearance to rest of children in community	✓	How is clothing selected?
(i) Children allowed to bring and acquire personal belongings consistent with space and safety	✓	
facility may verify ownership of possessions	✓	
(j) Facility uses chores to teach responsibility	✓	
unpaid chore assignments used only to provide constructive learning experience and are geared to child's ability and age	✓	Examples:
* (k) All children receive personal money either through allowance, paid work, or other source	✓	Specify methods:
(1) all money received by child regarded as child's personal property by facility	✓	
caregiver or other resident spends child's money only at request of child	✓	
(2) facility places limits on amount of money to which child has unencumbered access, or possesses only if in best interest of child	✓	<i>limits placed on amount on all youths in program</i>
#^ (3) facility maintains separate accounting system for children's funds	✓	Adequacy of records: <i>good</i> <i>located in office @ facility</i>

#^ (4) child maintaining funds in excess of \$200 assisted in establishing personal bank account	✓	
*#^(l) Facility obtains professional services, if not available from staff, for any child exhibiting signs of danger to self/others or discharges child	✓	Child exhibited danger during licensure?
in obtaining professional services, child is evaluated by mental health professional and	✓	How handled?
specific plan to prevent harm to self or others is developed and approved by that mental health professional	✓	
# (m) Facility providing services to emotionally disturbed children has <u>documented</u> access to psychiatric resources - both ongoing and emergency	✓	Specify resources: <i>Dr. Kelly - other clinical staff</i> Evidence of access: <i>through FCSA</i>
(n) Facility providing services to alcohol or drug dependent children has <u>documented</u> access to drug and alcohol treatment resources both ongoing and emergency	✓	Specify resources: <i>use services in community</i> Evidence of access:
(o) Any involvement of child in fund raising or publicity for facility has approval of parent, guardian, placing agency, and if child in State custody, court approval (includes child's photos in facility publications).	✓	Describe any involvement and include review of written approval
*#^(p) Facility provides services to assist child make successful transition back to community or family by	✓	Specify methods:
^ transmitting medical, school and other records	✓	
^ serving as source of emotional and other support after discharge	✓	

50.435 Behavior Guidance		
For RPTCs refer directly to section 50.870 in RPTC S x S		<i>alt In client handbook</i>
Has written behavior guidance policy	✓	
(a) Facility helps child develop age appropriate behavior that fosters constructive relationships and increases ability to deal with every day life	✓	
(b) Discipline provide positive reinforcement, redirection and clear consistent limits	✓	Describe methods used:
(c) No cruel, humiliating or otherwise damaging techniques used	✓	
(d) A child in care may not be		Specify any non-compliance:
(1) removed from the other children, if the child is a young child, for more than 10 minutes, except as provided in (e) of this section;	✓	
(2) disciplined in association with food or rest;	✓	
(3) punished for bedwetting or actions in regard to toileting or toilet training;	✓	
(4) subjected to discipline administered by another child;	✓	
(5) deprived of family contacts, mail, clothing, medical care, therapeutic activities designated in the child's plan of care, or contact with the child's placement worker or legal representative;	✓	
(6) subjected to verbal abuse, to derogatory remarks about the child or members of the child's family, or to threats to expel the child from the facility;	✓	
(7) placed in a locked room;	✓	
(8) physically restrained, except when necessary to protect a young child from accident, protect persons on the premises from physical injury, or protect property from serious damage, and only passive physical restraint used; or	✓	
(9) no mechanical restraints except for protective devices such as seatbelts	✓	
(10) chemically restrained except on physician's order and subject to 50.440	✓	
(e) A young child with pattern of out-of-control behavior may be removed from other children until behavior has stabilized and	✓	
facility shall develop plan to address the behavioral issues	✓	
(f) No form of corporal punishment used on children	✓	

(g) House rules and expectations designed to help develop self control and conform to acceptable behavior	✓	
facility explains expectations and rules at admission and gives copy to child	✓	How documented:
(h) No isolation of children for more than 1 hour unless:		Uses isolation? <u>no</u>
facility has written isolation procedure as part of facility's behavior guidance policy that describes	✓	If yes, basic procedure:
the circumstances wherein a child may be isolated for more than 1 hour are described	✓	
procedures for recording incidents involving more than 1 hour of isolation are described	✓	
less restrictive responses to be used before isolation of more than 1 hour are described	✓	
(i) Facility provides:		
documentation in child's file circumstances leading to each incident of isolation exceeding 1 hour	✓	Adequacy of documentation:
any type of physical restraint of a child		
(j) Facility uses a locked behavior management room only with approval of Division	NA	Facility uses locked room? Describe: <u>no</u>
(1) room meets approval of fire safety authority		Date of approval:
is suicide-resistant		
has break-resistant glass		
has security window screening		
is 50 sq. ft. or more		
(2) facility has policies and procedures which require		
room used only when child is out of control and in danger of injury to self or others		
room used only for time needed to change injurious behavior		
room used only on recommendation of physician, psychologist, or psychiatrist who sets maximum time limit		
no more than one child placed in room at a time		
staff member observes child in room every 15 minutes and records in behavior management log		
behavior management log includes name of child, time of placement in room, name of staff person responsible for placement, description of behavior requiring room, time removed from room and signature of doctor who recommended its use		

for each use of room longer than 1 hour, log contains hourly supervisory approval and reasons for continued use of room	✓	no locked behavior room
use of room does not exceed time limit set by mental health professional	✓	
facility ensures personal needs of child are met in locked behavior management room including prompt access to bathroom	✓	
whenever possible, staff member is physically present in room to assist child to control his behavior	✓	
50.440 Medication		
For RPTCs refer directly to section 50.875 of RPTC S x S		
(2) All prescription medication and special medical procedures administered by a facility are authorized by a physician or other legally authorized person	✓	Where is medication kept? locked box in locked Secure? cabinet kept in yes locked office
(3) Prescription medication must be: in original container showing date filled, expiration date, instructions, and physician's or other medical professional's name; or	✓	
Medisets filled by pharmacist or licensed medical professional	✓	Medisets used? no
documentation of date mediset filled, expiration date, instructions and physicians name maintained	✓	
(4) over the counter drugs are given only at the dose, duration and method of administration on manufacturer's label	✓	Drug used? dr
(5) Only designated caregiver administers medication	✓	Any incidents
caregivers record and initial time of each dose	✓	Caregiver:
(6) Unused medication discarded when no longer needed	✓	Adequacy of records:
50.445 Reducing the Spread of Disease		
(a) Facility takes precautions to reduce risk against AIDS, Hep. B, giardia and other contagious or infectious diseases. Precautions include:	✓	
(1) seeking and complying with current medical and sanitation advice	✓	Describe:
(2) adopting universal precautions to handle potential exposure to blood and blood contaminating body fluids and injury discharges	✓	all staff receive Blood Borne Pathogens training
(3) training staff in universal precautions and prevention of contagious and infectious diseases	✓	
(b) Caregivers and staff wash hands:		
before any food service activity	✓	
after toileting	✓	
after assisting a child with toileting	✓	
changing diapers (N/A for RPTCs)	✓	

handling a pet or other animal	✓	
whenever hands contaminated with bodily fluids, including nose wiping	✓	
(c) Caregivers encourage children to wash hands at above specified times	✓	
50.455 Health in Residential Care Facilities		
(a) Evidence of immunization obtained initiated within 30 days of admission	✓	Immunization records reviewed: <i>yes</i>
immunizations in accordance with childhood immunization schedule	✓	
facility initiates completion of shots if child is behind	✓	
(b) Facility obtains health information to extent possible at time child accepted including:		
emergency information (Section 300(a))	✓	
date and provider of last physical exam	✓	
a report of any health problems	✓	
# immunization history	✓	
* (c) For children over 3 years, facility:		
has record of physical exam within past year or schedules examination within 30 days if child has not been examined or under regular medical care	✓	
For children under 3 years, facility:		
(Not applicable to RPTCs)	N/A	
obtains record of exam performed within 3 months prior to admission or	N/A	
schedules exam within 30 days of admission	N/A	
Continuing medical and dental services provided according to EPSDT schedule	✓	
Health exams performed only by licensed physician, physicians assistant or public health nurse	✓	
##(d) Children over 3 years and older have annual dental exam	✓	
(e) A facility may not have child tested for HIV and acquired immune deficiency	✓	
(f) A facility shall:		
(1) maintain medical, dental, immunization and treatment records;	✓	
(2) document and medical or dental care or treatment when no documentation is provided by the medical, dental, or treatment provider;	✓	
* (g) A residential child care facility shall have a plan for maintaining and promoting the health of children in care that addresses:	✓	Describe:

(1) the prevention of illness, the correction of health defects, and the provision of routine and emergency medical and dental care:		
(2) ongoing appraisal of the general health of each child:		
(3) the care of minor acute illnesses:		
(4) action to be taken in the event of medical emergencies;		
(5) administration of medication; and		
50.460 Nutrition		
(a) Snacks and meals meet food program requirements		Does facility participate in food program?
(b) Menus, including snacks are:		Who plans menus?
planned in advance		Adequacy of meals verified by Foods Program or menu review:
posted in area open to visitors		Location:
reflect actual food served		
Emergency shelters not required to plan menus in advance but must retain record of actual food served		
(d) Where infants are in care bottle feedings: (Not applicable to RPTCs)		Any infants?
(1) may be prepared by parent or facility, facility consults with parent to ensure consistency		Who prepares?
(2) infants fed on demand		
(3) children must be held or fed sitting up during bottle-feeding		
child unable to sit up is held while fed		
children permitted to hold or carry bottle only at feeding time		
(4) Bottle not propped for children		
* (e) Facility provides food reflecting ethnic background of children, including food provided by child's family		Examples:
(f) Facility obtains information about food allergies or special dietary needs of child and plans child's meals accordingly		Any incidents?
(g) Except for medical reasons facility does not		
deny a meal or snack to a child		
force feed a child		
coerce a child to eat		
A facility may encourage a child to eat if no element of compulsion is present		

ARTICLE 6 - ENVIRONMENT

50.500 Effect of Local Ordinances		
For RPTCs refer also to 50.805		
Enforcement of local ordinances, zoning regulations and building codes is the responsibility of local officials		
50.510 Life and Fire Safety		
(a & b) For 6 or more children satisfactory fire safety report from State authority or municipal authority where State authority has been deferred.		Date of inspection/approval: _____ Comments:
(c) For 5 or fewer children, facility inspected by licensing worker or fire authority, if necessary		Inspection requested? _____
(d) Emergency evacuation plan approved by licensing, that		
(1) will in moderate weather achieve evacuation in 150 seconds		
(2) provides for evacuation of children under 30 months or limited ability and children needing assistance in emergency		
(e) Documentation of monthly drills unless: postponed for severe weather or		Dates of recent drills:
(f) If 5 or fewer children, a facility must have:		
(1) at least 2 means of emergency escape remote from each other		Describe exits and access:
provide unobstructed access to outside		
at least 1 exit is exterior door		
(2) at least 1 exit from basement directly to outside at or near ground level if basement is used		
(3) at least 1 operable window with direct access to outside that meets size requirements in each child's sleeping room.		
(g) No more than 6 children, including children related to administrator, if single family dwelling with only 1 exterior door		
(h) A window designated as one required means of emergency escape must be operable and:		Describe window:
(1) the finished sill height may not exceed 48 inches above the floor;		
(2) the net clear openable area must be a minimum of 5.7 square feet, with a minimum net clear openable height dimension of 24 inches;		
(3) the minimum net clear openable width dimension must be 20 inches.		
(i) A facility with 5 or fewer children must be free from fire hazards and must:		

(1) have at least one AC primary power or monitored battery powered smoke detection device	✓	
have at least one fully charged 2A:10BC dry chemical fire extinguisher strategically located on each level:	✓	
(2) store flammable or combustible liquids in containers with tight fitting lids	✓	
out of the reach of young children; and	✓	
(3) heating appliances installed and maintained in safe and serviceable manner, including:	✓	
(A) vented to the outside, if fuel burning; and	✓	
(B) not placed or located in sleeping quarters during sleeping hours, unless the facility does not have a separate sleeping area, or in exit ways or corridors at any time	✓	
(c) Inspection by fire prevention official requested if licensing determines this necessary	N/A	Inspection Requested: If yes, explain:
50.520 Environmental Health and Safety		
(a) A facility housing more than 10 children must satisfy requirements for environmental health and safety set out in 18 AAC 30.800 - 18 AAC 30.890 & 18 AAC 30.945	N/A	
Satisfactory DEC inspection report on file, if applicable	✓	Date:
	✓	Comments:
(b) Facility for 10 or fewer children; inspected by licensing worker for compliance with 50.520(c), (d) and (h) unless:	✓	
facility had been previously inspected under 18 AAC 30.945 - 18 AAC 30.990	✓	
DEC inspection determined necessary and requested	N/A	
(c) Facility has ample supply of potable water from		
(1) community water supply	✓	water delivered from community source / Water Wagon
(2) rain catchment system in which water is		
(A) disinfected and		
(B) stored off floor and poured or dispensed by spout or faucet		
(3) surface water supply with acceptable filtration system and continuously disinfected		
(4) well with acceptable lab test report		
(5) well with: casing 12" or more above ground		
sanitary seal		
at least 100 feet from nearest sewer system		

(d) facility takes precautions to make facility free of hazards that can cause injury or disease to children both inside and outside building including:	✓	
(1) maintaining facility in clean and sanitary condition	✓	
(2) sanitary facilities for care storage refrigeration and preparation of food	✓	
(3) hot water at plumbing fixtures accessible to young child no more than 120°	✓	Water temperature: _____
(4) cleaners, medicines, and harmful substances stored inaccessible to young children	✓	
(5) furniture and equipment is safe, durable, and in good repair	✓	Describe: _____
(6) proper disposal of sewage; no evidence of sewage on ground or septic tank overflow	✓	
(7) containers with tight fitting lids used to store refuse until properly disposed	✓	
(8) toileting facilities are sanitary	✓	
(9) where infants or toddlers are in care facility has safe and sanitary equipment and supplies for diapering, including: (Not applicable to RPTCs)	N/A	Describe diaper change area: _____
accessibility for caregiver handwashing	N/A	
(e) Bottles and pacifiers labeled with child's name if more than one child in care using bottle or pacifiers (Not applicable to RPTCs)	N/A	Method of labeling: _____
Bottles, nipples, and bottle caps are cleaned and disinfected by using dishwasher or boiling 5 minutes, if these items are reused (N/A for RPTCs)	N/A	
(f) No firearms in facility	✓	
No ammunition in facility	✓	
(i) Smoking prohibited in facility	✓	
(j) Where young children in care, child proof cover caps installed in all outlets not in use and accessible to children under 5. (Not applicable to RPTCs)	N/A	
50.530 Space		
(a) Facility has indoor and outdoor space for needs of children	✓	
(b) Indoors: 35 square feet of usable space per child	✓	
Outdoors: 75 square feet of usable space per child	✓	
(c) Child care space exclusive of living area		
approved plan for alternate outside play area	✓	Describe plan: _____
including transportation to play area	✓	
(d) Facility provides at least:	✓	No. of beds: _____
	✓	Describe: _____
(1) 70 square feet per child in a single resident bedroom;	✓	

(2) 50 square feet per child in a multi-resident bedroom;	✓	
(3) a bedroom ceiling height of at least 6.5 feet if bunk beds are used;	✓	each boy has own bedroom
(4) one bedroom for every four children;	✓	
(5) one full bathroom for every six children	✓	
(e) Adequate space and specific place for each child's clothing and possessions	✓	Describe furnishings: see previous study
(f) Appropriate work and storage space convenient to area of use for:	✓	
(1) record storage and administration;	✓	
(2) food preparation and service;	✓	See previous study
(3) storage of program materials and resources for staff and parents;	✓	
(4) storage of repair and maintenance supplies;	✓	
(5) rest area and meeting space for staff; and	✓	
(6) facility provides:	✓	
(A) private meeting space for clients, families, and therapists; and	✓	
(B) a communal area used for social visits with friends or family	✓	
(g) Rooms or areas under (f) not required to be exclusively for single function	✓	
Sleeping and bathing areas for staff are separate from sleeping and bathing areas of children in care	✓	Describe situation: father home parent has own bathroom
50.540 Equipment and Supplies		Examples: adjacent to his room
* (a) Facility selects supplies and equipment so that amount, variety, arrangement and use of materials, toys and equipment are:		
appropriate for developmental needs of children	✓	
for young children, meet 50.420(a)(1)-(5)	N/A	
sufficient quantity to avoid excessive competition and long waits	✓	
arrangement: stored safely	✓	Describe:
some materials and toys accessible		
(d) Facility has phone or message phone	✓	Describe:
(f) Facility provides to each child	✓	
substantially constructed bed	✓	
clean, odor free mattress and mattress cover	✓	
bed linens and covers adequate for season	✓	
bath, hand and wash towels	✓	
soap and other necessary personal hygiene products	✓	

No Specializations
ARTICLE 7 - SPECIALIZATIONS

50.600 Approval of Specializations		
Facility meets requirements for Division approval of specialization(s) requested	N/A	List specialization(s) approved:
50.610 Emergency Shelter in Residential Child Care Facility		
(a) Facility specialization for emergency shelter care, including respite care, has been approved		Respite provided? _____ Describe: _____
(b) OCS approved plan for combination of care which designates number beds each type of care describes how both type of care provided		No. emergency shelter beds: _____ No. residential beds: _____
(c) Brief health review for all children at admission Form 06-9372 used		
Facility secures needed medical and dental care		
(f) Facility's program of structure and daily activities designed to promote individual development		Example: _____
physical		
social		
intellectual		
spiritual		
emotional growth, and		
good health habits		
(g) Supervision of young children complies with 50.400 (b)(1) - (3)		
supervision of children at all times, even when sleeping		
caregivers able to see and hear sleeping infants		
caregivers in close proximity to children		
(h) Facility's daily program meets requirements of 50.420(a)(1)-(6) and 50.420(b) for young children		
children enrolled in local school as soon as possible		
(i) If only emergency shelter provided, facility has intake open 24 hours, 7 days a week, and awake staff at all times		
(j) Facility providing emergency shelter care has individual record for each child		
(1) admission record includes:		
(A) name, sex, race, birth date or age of child		
(B) name, address, telephone number of guardian or parent		
(C) name, address, telephone number of who placed the child		
(D) reason for care		
(E) allowed or restricted contact with relatives or others, if known		
(F) medical information on child		

(G) anticipated date of discharge	N/A	
(2) emergency medical/surgical consent		
(3) assessment/brief plan of care within 5 days of admission for each child but to include:		
(A) short/long range goals for child and family		
(B) family involvement plans		
(C) specific services provided by facility and other resources to meet child's needs		
(D) anticipated discharge date		
copy of plan to placement worker		
(k) Facility provides emergency shelter care beyond 30 days only if needed and appropriate.		
written assessment completed after 30 days in care and every 15 days thereafter		
written assessment completed in cooperation with placement worker includes:		
(1) reasons for continued care		
(2) plans for placement		
(3) barriers to placement and plan to eliminate barriers		
NOTE: Emergency shelter exemptions include:		
(1) 7 AAC 50.320 (c), (e), (f), and (g);		
(2) 7 AAC 50.330;		
(3) 7 AAC 50.340(e)		
(4) 7 AAC 50.425(a), (b), (f), (h), (k)(3), (k)(4), (l), (m) and (p); and		
(5) 7 AAC 50.455(b)(3) and (d)		
50.615 Emergency Shelter Care for Runaway Children in Residential Child Care Facilities		
(a) Facility does not advertise nor represent that it specializes in runaway children unless it meets requirements and has approval from Division		Specialization approved:
Facility meets requirements of 610 (a) - (j) above		
(b) At admission of runaway child: facility		
(1) immediately informs child of legal rights and responsibilities and of services and assistance available		
(2) attempts to determine why child is a runaway		
(3) notifies child's parent within 48 hours of physical and emotional condition of child and circumstances of admission unless:		
(A) division or placement worker notify facility they have contacted parent		Incidents?
(B) OCS notified immediately due to belief that child has been abused by parent		

(C) parent not required to be notified immediate, <u>BUT</u> OCS notified immediately if notifying parent would endanger life or safety of child or other person at the facility	N/A	
(D) OCS notified with 48 hours that child refuses to divulge parent's name, or good faith effort made but parent not reached		
(4) Division notified within 24 hours of child's whereabouts if facility notified by Division child in custody or knows of court order for Division or law enforcement to take custody		
(5) facility obtains Division consent for child in custody to remain within 48 hours		
(c) Facility's program includes:		
(1) primary goal of reunification unless clearly contrary to child's best interests		
(2) family mediation services within first week		
(3) assisting child to consider legal rights and responsibilities,		
options and		
access to services		
(4) determining why child is runaway		
(5) identifying when reunification is not appropriate goal and		
working with Division to develop care and safety plan for child		
(6) looking for symptoms of abuse and neglect immediately reporting suspected cases to Division		
(7) identifying symptoms of alcohol/drug abuse/dependence		
making referrals to treatment		
(8) providing or assisting in arranging for necessary services including:		How provided:
food		
shelter		
clothing		
medical care		
individual counseling		
family counseling		
(9) providing or arranging for visits and communication with family and significant others		
(d) Facility normally limits child's stay to 2 weeks	✓	Policy followed? How frequent and reasons for exception:

(e) Assessment of child and circumstances completed within 10 days for children expected to remain 45 days or less. Assessment:	N/A	
(1) includes observations of child at facility		
(2) is partially based on meeting of staff, child, child's parent and others		
(3) includes review of materials received about child and		
health information from Form 06-9372		
(4) includes review of		
(A) reasons for admission		
child's circumstances at admission		
(B) child's significant history including:		
education		
health		
professional evaluations		
(C) child's family circumstances including:		
needs and strengths of family		
likelihood of successful reunification		
(f) Facility prepares plan of care based on assessment that includes:		
(1) the findings of the assessment;		
(2) the goals to be achieved or worked toward for the child and the child's family, including reunification with the family or development of an alternative plan;		
(3) a strategy for fostering positive family relationships for the child and the child's family, regardless of whether reunification is the goal of the plan;		
(4) a description of the services to be provided by the facility, the child's parents or agency having custody, other community resources, and the department;		
(5) plans for family mediation or family involvement, as appropriate;		
(6) plans for religious and cultural participation;		
(7) plans for education, as appropriate		
(8) a discharge plan that includes:		
anticipated date of discharge		
person or agency to whom child is expected to be discharged		
(g) Agreements between facility and parent for children in care more than 45 days completed and include: (320 (f))		
specified conditions relating to care of the child		
rate to be paid for care		
authorization for emergency medical care		

determination of case management responsibilities	N/A	
services that will be provided by the facility		
any services to be provided by parent or placement agency		
the amount and frequency of contact for treatment planning the facility shall have with the child's family and the child's placement worker		
a plan for sharing information on the child with the child's placement worker or placing parent		
the facility's participation in the ongoing evaluation of the child's needs and progress		
the designation of responsibility for working with the child's parent		
visiting plans for the child's parent and family		
the facility's plan for meeting child's immediate and specific needs		
provision for treatment plan reviews		
the financial plan for payment of care and other applicable fees		
provision for notification of significant events regarding the child and notification to the child's parent or the child's placement worker, if any per 50.140		
plans for education and religious participation		
consent forms signed by the person or placement agency responsible for the child		
anticipated discharge plans including the date of discharge		
designation of responsibility for services after discharge from the facility		
(h) Children discharged after 45 days if no written parental consent		
unless child placed in State custody		
Children discharged after 90 days unless written consent from parent or Division for residency to exceed 90 days		
(i) Facility make good faith attempt to reunite child and family		
facility attempts to find safe place with responsible adult when reunification not appropriate		
facility allows discharge of child to self when necessary and appropriate only for child over age 16		Examples:
facility reports proposed discharge of a runaway child to the child's parent, placement worker, and to OCS at least 12 hours before discharge if the discharge is to be made to the child's self or to the custody of a person other than the child's parent		

(j) Entire facility is semi secure if receives more than 1/4 program costs from State	N/A	
(1) devices and installation approved by fire safety authority to ensure egress		
(2) devices and installation do not impede adequate ventilation		
50.625 Wilderness and Adventure Experiences in Residential Child Care Facilities	N/A	
(a) Facility provides wilderness or adventure experience of 4 days or longer only with Division's approved specialization		Specialization approved:
(b) Facility providing wilderness or adventure experiences meets requirements of this section (50.625)		Describe wilderness/adventure activities:
written plan for each experience of more than 4 days		
submitted to Division for review and approval 30 days in advance		
each staff involved is experience receives the plan		How determined:
a copy of plan is taken on each experience		
(c) Plan establishes emergency and injury control procedures including:		
(1) emergency telephone numbers posted		
(2) weather hazards identified and avoided		How determined:
(3) hazards identified and warnings given to campers		
(4) contingency plans made for fire, natural disasters, lost campers, etc.		
(d) Contingency plan includes:		
(1) orientation of staff and children to plan; including:		
safety precautions		
how to prevent dehydration, frostbite, heat exhaustion, hyper/hypothermia, poisoning from plants, animals and sun, snow blindness or drowning		
transportation to emergency facilities		
(2) daily itinerary made prior to departure		
copy kept at facility		
copies given to locals on itinerary route prior to departure		
(3) fire drills within 24 hours at stationary camps		
(4) means for effective 2-way communications		
(5) timely involvement of law enforcement or other assistance when needed		
(e) Prior approval from child placement worker for participation		
(f) Facility does not force or coerce child to participate		Any incidents:
but may require child to observe activity to foster interest or overcome fears		

(g) Facility does not allow	N/A	
(1) airborne activities including bungee jumping, hang gliding, and parachuting		
(2) any activities requiring firearms or archery		
(3) travel in any water craft across waters known to be a danger or across waters in questionable weather conditions		
(h) Facility submits description and permits on-site inspection prior to following:		Describe activity:
high-risk activities:		Inspection done:
caving		
rope initiatives, rock or ice climbing		
solo camping		
(i) Facility staff supervises camping experiences		
child/staff ratio maintained or increased as appropriate		
designated supervisor has minimum of 1 year of wilderness and adventure experience		
supervision of high risk activities have demonstrated competency in activities including certification or documented training or experience		Supervisor:
care providers of special needs children have special training to protect health and safety		Experience/Training:
		Any special needs children:
		Training provided:
(j) Health and safety precautions taken:		
physician's written consent obtained for campers with recent serious medical problems		
written consents for emergency medical and surgical care in possession of camping supervisor		
first aid supplies free of contamination available to care providers during trip and at campsite		
one camping staff member has certified first aid training		
(k) Equipment used in camp or camping experience of good quality and in working order		
(1) fire arms, if necessary: carried only by staff certified to use		Specify any dangerous equipment:
guns and ammunition stored in locked cabinet or building at stationary camp		
guns and ammunition in possession of supervising caregiver at temporary camp		
(2) power equipment and dangerous tools have proper safe guards at all times		
children do not use power equipment or dangerous tools		
(3) water craft equipped with prescribed flotation devices per type of craft and number and age of occupants	✓	Type:

one flotation device for each person on board	N/A	
(4) tents are fire retardant		
(l) Potable water supply is used		
proper procedures for purifying water used		
(m) Food stored, prepared and served in accordance with sound sanitary camping practices		
length and type of camping experience, access to refrigeration and problems of sanitation considered when selecting food		
(n) Wilderness experiences include activities such as biking, canoeing, kayaking, tubing, caving, hiking, horseback riding, ropes initiatives; rock or ice climbing, sailing, boating, solo outings, swimming, water skiing or camping		
50.635 Boarding Care in Residential Child Care Facilities	N/A	
(a) Facility providing boarding home care has Division approved specialization		
(c) At or admission, facility provides child and child's parent copies of:		
admission policies		
description of behavior expectations and rules		
facility's discharge policy		
(d) Facility has description of lines of authority and other personnel relationships between educational program staff and residential staff		
(e) Routine communication system between educational and residential personnel, ensures all involved staff are informed of		
significant incidents, changes or		
accomplishments		
behavior requiring staff intervention		
plans of possible significance including planned home visits		
NOTE: A facility providing only boarding home care is exempt from:		
(1) 7 AAC 50.240 (b) and (c);		
(2) 7 AAC 50.250 (e);		
(3) 7 AAC 50.320 (b), (c), (f) and (g) - (j);		
(4) 7 AAC 50.330;		
(5) 7 AAC 50.340 (b) - (f);		
(6) 7 AAC 50.400 (d) and (e);		
(7) 7 AAC 50.410 (b) - (d);		
(8) 7 AAC 50.425 (a), (b), (d), (g), (h), (k), (l) and (p);		
(9) 7 AAC 50.455 (c), (d), and (g);		

(10) 7 AAC 50.460 (e); and	N/A	
(11) 7 AAC 50.540 (a)	N/A	
50.640 Supervised Transition Living in Residential Child Care Facilities	N/A	
(a) Facility does not advertise or represent it specializes in Supervised Transition Living without department approval of specialization.		Specialization approved:
(b) Facility provides or arranges for services for older adolescents for whom family reunification, placement with previous caregivers, or relatives or adoption are not feasible services designed to prepare and transition child to independence		
(c) Facility provides or secures services to address child's need for:		How provided?
establishing or strengthening family ties when possible		Examples:
life skills training including:		
money management		
locating, obtaining and maintaining residence		
human sexuality education		
vocational or other training		
housing during transition		
legal services		
arrangements for after care services		
socialization		
cultural activities		
religious activities		
recreational activities		
(d) Facility assists children to obtain or compile documents necessary to function as independent adult		
(e) Facility teaches skills to access services or support from community institutions such as:		
banking and savings		
health care		
education		
employment		
recreation		
(f) Prior to discharge facility assures basic resources are in place for child, such as:		
living arrangement		
source of income		
affordable health care		
transportation		
access to adult committed to help with transition		
peer support		

(g) 30 days notice provided to child of any cessation of services	N/A	
50.645 Care for Pregnant and Parenting Adolescents in Residential Child Care Facilities		
(a) Facility does not advertise or represent to specialize in care for pregnant and parenting adolescents without departmental approval of specialization		Specialization approved:
(c) Facility specializing in care for pregnant and parenting adolescents shall		
(1) meet requirements of 645 and 50.700 - 50.790 (Maternity Homes)		Maternity home SxS completed and attached
(2) apply for RCCF license with specialization in care for pregnant and parenting adolescents; OR apply for maternity home license		
(3) facility providing care for pregnant and parenting adolescents in combination with other residential child care must		No. pregnant/parenting beds? _____
(A) be licensed as RCCF with specialization in pregnant and parenting adolescents		No. other residential beds? _____
(B) provide separate program for each type of care		Describe situation:
(C) minimize exposure of infants to illness or behavioral problems of children in care	✓	
50.650 Substance Use Treatment Facilities	N/A	
(a) Facility does not advertise or represent to specialize in treatment without departmental approval of specialization		Specialization approved:
(b) Facility approved under AS 47.37.140 for adolescent treatment is exempt from		Evidence of approval:
(1) 7 AAC 50.320 (c) and (d);		
(2) 7 AAC 50.330;		
(3) 7 AAC 50.340 (b)(1) - (4) and (c) - (f)		
(4) 7 AAC 50.425 (b), (f) - (h), (k)(3), (k)(4), (l) & (p)		
(c) Child in treatment more than 30 days receives education to meet needs	✓	